



Remodeling and Reconstruction of Recreation Residence Process Guide

For either new construction or reconstruction of recreation residences the main concerns are having the structures blend in with the forest environment, staying within the maximum size limits of 1,400 square feet of useable space, and avoiding conflicts with adjacent permit holders. The permit administrator generally meets with the permit holder to explain the process of plan approval. All building plans must meet Fresno County building codes and must be drawn by an engineering firm or a licensed architect. The specific steps to be followed for processing projects are as follows:

- Step 1: The permit holder notifies the permit administrator of their proposal by letter.
- Step 2: The permit administrator determines if the proposal is conceptually acceptable and that an archaeological survey of the survey is completed. Note: for cabins constructed prior to 1953, an historical evaluation also needs to be completed.
- Step 3: The holder submits 3 (three) sets of plans which have been stamped by a licensed architect or engineer along with a completed "Operation and Maintenance Plan" to the permit administrator for review. A digital set of plans compatible with Autodesk Design Review software may be submitted, also.
- Step 4: The permit administrator reviews the plans and checks to be sure that the cabin does not exceed 1,400 square feet of useable space (useable space being anything that one can stand up in an area 5 feet and over), that the deck is not more than 60% of the primary structure's footprint OR does not exceed 800 square feet (exception: no deck will be required to be less than 250 square feet regardless of cabin size), that the septic system is identified and the electrical wiring be placed underground where feasible.
- Step 5: The permit administrator completes the review form for the District Ranger indicating the status of the plans and any special remarks.
- Step 6: If acceptable, the plans go to the Special Uses/Lands Officer for review, then to the District Ranger for review and signature. The plans are stamped "Reviewed" and are dated.
- Step 7: The plans are returned to the permit holder and the permit administrator issues the "Improvement Guidelines" (IGs).
- Step 8: The holder takes the "Reviewed" plans and IGs to Fresno County's building department.
- Step 9: Fresno County checks to verify if the plans have been reviewed and stamped by the Forest Service. If stamped, the plans are then checked by the County to verify if they comply with State and County building codes. When the plans are acceptable to the County, they are stamped "Approved".
- Step 10: The County then issues a Building Permit.
- Step 11: The holder brings one set of the "Approved" plans and the Building Permit back to the permit administrator.
- Step 12: The permit administrator makes a copy of the Building Permit, issues an "Authorized Construction Card" (Red Card).
- Step 13: The project must be completed by the expiration date on the Authorized Construction Card. Extensions will be issued on an 'as needed' basis, per extenuating circumstances. A maximum of two years for project completion may be allowed upon special request.
- Step 14: The holder will notify the permit administrator when construction is completed.

Contact **Recreation Residence Permit Administrator** at this office to begin the process.

